

## Appendix A - Application Form for Parental Leave

**The Application Form should be fully completed and submitted to the employer at least 6 weeks prior to the planned commencement date.**

### Part 1A - TEACHER APPLICATION

Teacher's Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PPSN: \_\_\_\_\_

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

### PART 1B – DETAILS OF THE CHILD/CHILDREN

Application for Parental Leave in respect of:

<b>Name of Child:</b>	<b>Date of birth:</b>
No. of weeks taken to date:	

Please complete the following if Parental Leave is applied for in respect of another child/children:-

<b>Name of Child:</b>	<b>Date of birth:</b>
No. of weeks taken to date:	

<b>Name of Child:</b>	<b>Date of birth:</b>
No. of weeks taken to date:	

Documentation accompanying this application (tick as appropriate):

- Birth Certificate of the relevant child/children
- Evidence of the date of adoption/Adoption Order for the relevant child/children
- Evidence that you are acting in loco parentis

**PART 1C – PARENTAL LEAVE DETAILS**

Proposed pattern of Parental Leave:

One continuous block of:

- 22 weeks

From \_\_\_\_\_ to \_\_\_\_\_

- 26 weeks (from 1<sup>st</sup> September 2020)

From \_\_\_\_\_ to \_\_\_\_\_

Separate periods of weeks as follows (enter inclusive dates):

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Transfer of Parental Leave

Specify number of weeks where transferring from other parent

\_\_\_\_\_

**Declaration**

I wish to apply for Parental Leave in accordance with the Parental Leave Scheme as set out in the *Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B - Confirmation Document for Parental Leave

### PART 2: TO BE COMPLETED BY EMPLOYER AND TEACHER

I confirm that Parental Leave has been granted to:

Name of Teacher: \_\_\_\_\_ PPSN: \_\_\_\_\_

*In respect of:*

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parental Leave has been granted in accordance with the Parental Leave Scheme as set out in Circular 0054/2019 titled 'Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools' as follows:

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Following signing, no amendment can be made to the Confirmation Document without the agreement of both parties. A copy of the Confirmation Document should be retained by the teacher.

#### **Data Protection Privacy Statement**

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Parental Leave application to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.htm>! Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

**PART 3– EMPLOYER DECISION**

I certify that I have approved/refused (delete as appropriate) the Parental Leave application in accordance with the Parental Leave Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

- |   |                          |
|---|--------------------------|
| 1) Application for Parental Leave   | <input type="checkbox"/> |
| 2) Copy of Birth Certificate/Evidence of the date of adoption/<br>Adoption Order for the relevant child | <input type="checkbox"/> |
| 3) Evidence of acting in loco parentis (if applicable)  | <input type="checkbox"/> |
| 4) Copy of Confirmation Document issued to teacher  | <input type="checkbox"/> |
| 5) Copy of Decision Notice issued to teacher  | <input type="checkbox"/> |

Approved Parental Leave has been recorded on the OLCS/relevant ETB system

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employer)

***Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.***